


LINDENWOLD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE		
SUBJECT: Personnel Early Warning System	S.O.P. 03.02.02	
EFFECTIVE DATE: 05/16/18	DISTRIBUTION TO: All Sworn All Civilian	ISSUED BY: Chief Michael McCarthy Jr.
REVISION DATE:	PAGE 1 OF 3	RESCINDS:

I. PURPOSE

An Early Warning System ("EW System") is an important management tool designed to detect patterns and trends in police conduct before that conduct escalates. An effective EW System can assist a law enforcement agency in identifying and remediating problematic officer conduct that poses a potential risk to the public, to the agency, and to the officer. EW Systems, therefore, serve to not only increase public safety and public confidence in law enforcement, but also to assist officers through early intervention.

II. SELECTION OF PERFORMANCE INDICATORS

- A. Internal affairs complaints against the officer, whether initiated by another officer or by a member of the public
- B. Civil actions filed against the officer
- C. Criminal investigations of or criminal complaints against the officer
- D. Any use of force by the officer that is formally determined or adjudicated (for example, by internal affairs or a grand jury) to have been excessive, unjustified or unreasonable
- E. Domestic violence investigations in which the officer is an alleged subject
- F. An arrest of the officer, including on a driving under the influence charge
- G. Sexual harassment claims against the officer
- H. Vehicular collisions involving the officer that are formally determined to have been the fault of the officer
- I. A positive drug test by the officer
- J. Cases or arrests by the officer that are rejected or dismissed by a court
- K. Cases in which evidence obtained by an officer is suppressed by a court
- L. Insubordination by the officer
- M. Neglect of duty by the officer
- N. Unexcused absences by the officer
- O. Any other indicators, as determined by the Chief

III. INITIAL OF EARLY WARNING PROCESS

An Early Warning (EW) System alert shall occur when three separate instances of performance indicators (as listed in Section II, above) occur within any twelve-month period. This will initiate the EW System review process.

- If one incident triggers multiple performance indicators, that incident shall not be double-counted or triple-counted, but instead shall count as only one performance indicator.

IV. ADMINISTRATION AND TRACKING

- A. The Internal Affairs Unit will administer the EW System function. Supervisory officers in the subject officer's chain-of-command shall also be directly involved in any EW System review process.
- B. L.E.A. Administrative software maintained by the Internal Affairs Unit will be the assigned tracking system used to identify officers who display the requisite number of performance indicators necessary to trigger the EW System review process.
- C. At least every six months, personnel assigned to manage the EW System shall audit the agency's tracking system and records to assess the accuracy and efficacy of the tracking system.

V. REMEDIAL/CORRECTIVE ACTION

- A. Once an officer has displayed the requisite number of performance indicators necessary to trigger the EW System review process (as set forth in Section II above) assigned supervisory personnel shall initiate remedial action to address the officer's behavior.
- B. When an EW System review process is initiated, personnel assigned to oversee the EW System should:
 1. Formally notify the subject officer, in writing
 2. Conference with the subject officer and appropriate supervisory personnel
 - a. The following topics should be considered and/or discussed:
 - i. Determine what, if anything, could have been done differently to prevent the complaint;
 - ii. Decide if there are any similarities between incidents;
 - iii. Determine if other possible indicators of stress are present such as an unusual amount of sick leave, tardiness, marital problems, etc.;
 - iv. Determine if a trend or pattern of behavior is indicated;
 - v. Determine if other factors are affecting the officer's job performance
 3. Develop and administer a remedial program including the appropriate remedial/corrective actions listed in Section V(C) below
 4. Continue to monitor the subject officer for at least three months or until the supervisor concludes that the officer's behavior has been remediated (whichever is longer)
 5. Document and report findings to the appropriate supervisory personnel and, if warranted, the internal affairs unit.

Note: Any statement made by the subject officer in connection with the EW System review process may not be used against the subject officer in any disciplinary or other proceeding.

C. Remedial/corrective action may include but is not limited to the following:

1. Training or re-training
2. Counseling
3. Intensive supervision
4. Fitness-for-duty examination
5. Employee Assistance Program (EAP) referral
6. Any other appropriate remedial or corrective action

VI. NOTIFICATION TO SUBSEQUENT LAW ENFORCEMENT EMPLOYER

- A. Any officer who is or has been subject to an EW System review process applies to or accepts employment at a different law enforcement agency, the Chief (or designee) will notify the subsequent employing law enforcement agency of the officer's EW System review process history and outcomes. Upon request, the officer's EW System review process files will be shared with the subsequent employing agency.

VII. NOTIFICATION TO COUNTY PROSECUTOR

- A. Upon initiation of the EW System review process, the Chief (or designee) shall make a confidential written notification to the Camden County Prosecutor (or designee) of the identity of the subject officer, the nature of the triggering performance indicators and the planned remedial program. Upon completion of the EW System review process, the Chief (or designee) shall make a confidential written notification to the Camden County Prosecutor (or designee) of the outcome of the EW System review, including any remedial measures taken on behalf of the subject officer.

VIII. PUBLIC ACCESSIBILITY AND CONFIDENTIALITY

- A. All EW System policies shall be made available to the public upon request and shall be posted on the agency's website.
- B. All written reports created or submitted pursuant to this Directive that identify specific officers are confidential and not subject to public disclosure.

BY ORDER OF THE CHIEF OF POLICE